

REFERENCE FORM

R-1 forms must be sent to the five references listed under question 20 with a stamped, addressed return envelope. **Three of your five references must be professional engineers with personal knowledge of your experience** - This form may be duplicated

- Name of Applicant: _____
- 1a. How well do you know the applicant: ☐ very well ☐ well ☐ slightly ☐ not at all
- 1b. List dates (months and years) of contacts with the applicant: _____ to _____
Mo. & Yr. Mo. & Yr.
- 1c. Basis of contact: ☐ As the applicant's PE supervisor ☐ As an associate in Engineering work ☐ Other _____
2. Do you have personal knowledge of the applicant's engineering work? ☐ Yes ☐ No If yes, complete entire form
If no, complete only items 3 & 9
3. What is your opinion of the applicant's personal integrity and general character? _____

Responses to Questions 3 - 8 will be treated in the strictest confidence:

4. Using the interpretations below, how do you rate the practice and quality of performance of the applicant's engineering work:

Type of Practice	Above Average	Average	Below Average	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Engineering Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interpretations:

Above Average: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
Average: Work not distinguished in content or level, but adequate for engineering purposes indicating an ability, under some supervision, to produce workable design of systems and products.
Below Average: Performance, needs careful checking and rather close supervision to meet requirements.
Unsatisfactory: Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property."

5. Licensure in Alabama is not by classification of any branch of Engineering practice. However, the Board is interested in the applicant's background and experience and appreciates your appraisal of which of the following disciplines that the applicant is most proficient in :

☐ Civil ☐ Electrical ☐ Metallurgical ☐ Structural
☐ Chemical ☐ Mechanical ☐ Mining ☐ Other _____

6. Considering the need to protect the public health, safety and welfare, in your opinion how does this applicant rank in professional competence and responsibility:

☐ Qualified ☐ Additional Experience needed ☐ Unqualified

7. REMARKS: The Board will appreciate any additional information or amplifying information regarding the applicant's engineering experience, capabilities, or limitations, if any:

8. Based on the definition of the practice of engineering, do you recommend the applicant for PE licensure? ☐ Yes ☐ No

9. I certify that the above statements are true and correct to the best of my knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Print Name _____ State of PE License _____ License Number _____

Present Position _____ Firm _____

Address _____ Day-time telephone number (_____) _____

Signature _____ Date _____

Instructions for the applicant

On this side of the form - Type your name and address, the name and address of the reference and insert the filing deadline date below. Send to your reference with a stamped addressed envelope.

State of Alabama
Board of Licensure for
Professional Engineers and Land Surveyors
P.O. Box 304451
Montgomery, AL 36130-4451
(334) 242-5568 - www.bels.alabama.gov

Overnight Address Only:
 The RSA Union
 100 North Union Street #382
 Montgomery, AL 36104-3702

(Name and Address of Reference)

(Name and Address of Applicant)

I have filed my application with the Alabama Board of Licensure for Professional Engineers and Land Surveyors for licensure to practice **professional engineering** in the State of Alabama. I have given your name as a reference and have submitted to the Board Office a signed, sworn and notarized certification of release statement authorizing "any individual, company or institution with whom I have been associated to furnish the Alabama State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional licensure in Alabama which they have on record or otherwise and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

I will appreciate your sending the information requested on the reverse side directly to the Board in the stamped addressed envelope which I have provided.

 (Signature of the Applicant)

Board Statement to Reference:

This Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as engineers or land surveyors before licensure. Statements by responsible persons with actual personal knowledge of the applicant's character and qualifications will be filed with the Board for consideration as evidence in such connection.

The Board desires to emphasize that evidence submitted on these forms should not be perfunctory nor made for the mere purpose of aiding the applicant to be licensed. On the contrary, the execution of this statement by any person will be accepted by the Board as a deliberate act made with full knowledge of the responsibility toward the public interest involved. It should be borne in mind that the applicant is not being considered for membership in an organization but for licensure as an engineer, qualified to practice in Alabama.

Since the Board cannot consider an applicant for licensure or admit a candidate for examination until replies are received from references, a prompt reply will expedite our handling of the applicant's request for licensure.

In order for the applicant's file to be considered at the next Board Meeting, all replies from references must be received in the Board Office

before _____ (filing deadline)

Completed reference forms are to be mailed directly to the Board Office in the enclosed stamped addressed envelope, and the information you provide in response to questions 3 through 8 will be treated in the strictest confidence. The Board Office will not be responsible for the delay of this form being received in our office by the above deadline due to the mail service or by the endorser.